



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/12/2023

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee Meeting on September 14, 2023:

- 1) Agenda
- 2) Minutes from 6/8/2023
- 3) Additional FTE General Laborer Position – Highway Department
- 4) Health Insurance Update
- 5) Wage History
- 6) Bamboo HR



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: Thursday, September 14, 2023 Time: 4:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

AGENDA

Committee Members

Dave Abendroth,
Chair
Luke Dretske, Vice-Chair
Nita Krenz
Robert Schweder
Sue Wendt

Elizabeth Otto,
Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 06/08/2023
5. Public Comment (3 minute limit)
6. Additional FTE General Laborer Position in the Highway Department
7. Health insurance update for 2024
8. Cost of Living Adjustment (COLA) for 2024
9. HRIS update: BambooHR
10. HR Monthly Update
11. Committee Discussion
 - Future Meeting Dates: October 12, 2023 @ 4:00 PM
 - Future Agenda items for action & discussion
12. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 319 328 180

Passcode: mRpjeb

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745,,174984120#](#) United States, Green Bay

Phone Conference ID: 174 984 120#

[Find a local number](#) | [Reset PIN](#)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
June 8, 2023

The regular meeting of the Personnel Committee was called to order by Vice Chair Luke Dretske at 4:00 PM on Thursday, June 8, 2023 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via remote access. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Dave Abendroth (4:11 – remote)
Luke Dretske
Nita Krenz
Bob Schweder
Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, HHS Director; Cate Wylie, County Administrator; Sheriff Mark Podoll; Jeff Mann, Corporation Counsel; Ken Stephani, Finance Director

MINUTES OF 05/11/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 05/11/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

PERSONNEL POLICY UPDATES

County Administrator Cate Wylie informed the committee that she is currently re-writing the personnel policy manual. She will be submitting various revisions at each meeting. After the Personnel Committee has approved each individual submission the final full policy will go to County Board for approval. *Motion/second (Schweder/Wendt)* to approve the current revisions as submitted. Motion carried with no negative vote.

MODIFY FTE FROM ADMINISTRATIVE/HR TO FINANCE

County Administrator Cate Wylie is requesting that the HR Coordinator position be changed to Account Specialist and move to the Finance Department with no change in wage level. The current employee holding that position has moved to Fox River Industries into a new position. Wylie stated that there is not enough work to justify an HR Coordinator. Discussion held. *Motion/second (Schweder/Krenz)* to approve the change under the condition that the Corporation Counsel review the need for a resolution to go before Finance and the full County Board. Motion carried with no negative vote.

HR SOFTWARE UPDATE

No update at this time.

HR MONTHLY UPDATE

County Clerk Liz Otto provided updates to the committee regarding the Income Continuation Insurance (ICI) through ETF. The premium holiday will continue for both the employer and the employee through 2024. Otto also provided an update on employee terminations and new hires. Meetings with health insurance brokers have been set up for June 14 and 2 others have been contacted to begin the process of 2024 enrollment.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – July 13, 2023 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Vice Chair Dretske adjourned the meeting at 4:15 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

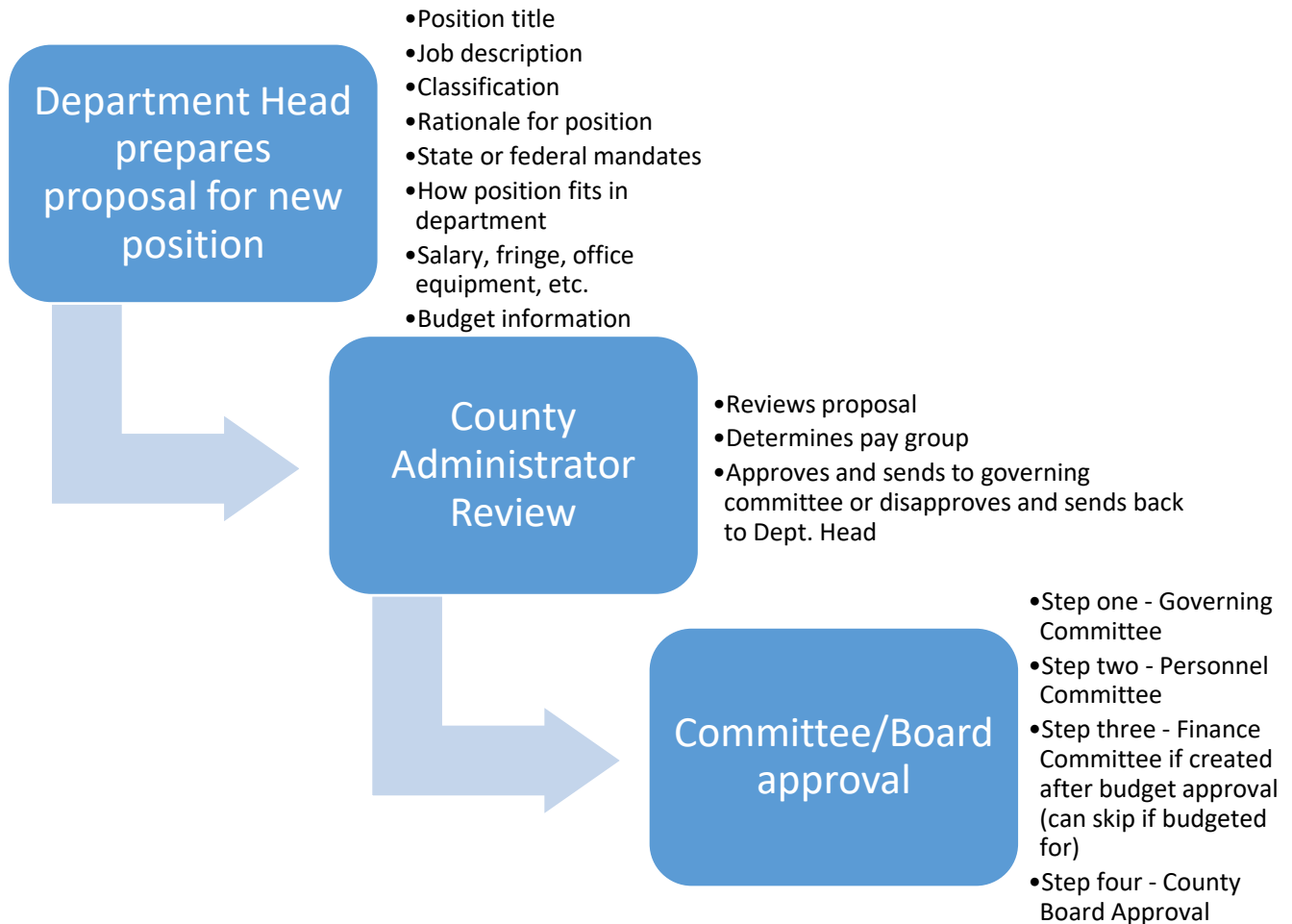
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

New position

Increased part-time

Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department:

Date:

Department Head:

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Suggested Title:

Full Time

Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from:
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Where?

Estimated Equipment Cost:

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

2. Number of Employees directly supervised: Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

County Administrator Action:

Position Approved: _____ Date: _____

Comments:



Personnel Committee Action:

Position Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

County Board Action:

Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

current plan

Program Option: P17 WPE HDHP No Dental			88% of Tier 1 Qualified Plans' Average Premium					
2024 Rates * = Not in calculation - Plan not qualified in county			Single			Family		
County	Tier	Carrier	Maximum Employer Share	Minimum Employee Share	Total Premium	Maximum Employer Share	Minimum Employee Share	Total Premium
Forest								
	3	Aspirus Health Plan	\$717.71	\$297.05	\$1,014.76	\$1,761.48	\$738.14	\$2,499.62
	*	GHC of Eau Claire Greater Wisconsin	\$717.71	\$191.35	\$909.06	\$1,761.48	\$473.88	\$2,235.36
	1	State Maintenance Plan (SMP) - Dean	\$717.71	\$97.87	\$815.58	\$1,761.48	\$240.20	\$2,001.68
	3	Access Plan - Dean	\$717.71	\$305.23	\$1,022.94	\$1,761.48	\$758.60	\$2,520.08
Grant								
	2	Dean Health Plan	\$582.26	\$241.86	\$824.12	\$1,422.84	\$600.18	\$2,023.02
	3	GHC of Eau Claire Greater Wisconsin	\$582.26	\$326.80	\$909.06	\$1,422.84	\$812.52	\$2,235.36
	1	Medical Associates Health Plans	\$582.26	\$79.40	\$661.66	\$1,422.84	\$194.02	\$1,616.86
	3	Quartz Central	\$582.26	\$494.20	\$1,076.46	\$1,422.84	\$1,231.02	\$2,653.86
	2	GHC-SCW Neighbors	\$582.26	\$164.38	\$746.64	\$1,422.84	\$406.48	\$1,829.32
	3	Access Plan - Dean	\$582.26	\$440.68	\$1,022.94	\$1,422.84	\$1,097.24	\$2,520.08
Green								
	2	Dean Health Plan	\$717.71	\$106.41	\$824.12	\$1,761.48	\$261.54	\$2,023.02
	3	GHC of Eau Claire Greater Wisconsin	\$717.71	\$191.35	\$909.06	\$1,761.48	\$473.88	\$2,235.36
	*	MercyCare Health Plans	\$705.60	\$0.00	\$705.60	\$1,726.72	\$0.00	\$1,726.72
	3	Quartz Central	\$717.71	\$358.75	\$1,076.46	\$1,761.48	\$892.38	\$2,653.86
	1	State Maintenance Plan (SMP) - Dean	\$717.71	\$97.87	\$815.58	\$1,761.48	\$240.20	\$2,001.68
	3	Access Plan - Dean	\$717.71	\$305.23	\$1,022.94	\$1,761.48	\$758.60	\$2,520.08
Green Lake								
	3	Common Ground Healthcare Cooperative	\$734.24	\$221.18	\$955.42	\$1,802.79	\$548.47	\$2,351.26
	2	Dean Health Plan	\$734.24	\$89.88	\$824.12	\$1,802.79	\$220.23	\$2,023.02
	1	Network Health	\$734.24	\$100.12	\$834.36	\$1,802.79	\$245.83	\$2,048.62
	3	Quartz Central	\$734.24	\$342.22	\$1,076.46	\$1,802.79	\$851.07	\$2,653.86
	3	Robin with HealthPartners	\$734.24	\$389.16	\$1,123.40	\$1,802.79	\$968.43	\$2,771.22
	3	Access Plan - Dean	\$734.24	\$288.70	\$1,022.94	\$1,802.79	\$717.29	\$2,520.08

Deductible for single = \$1600
 Deductible for family = \$3200

88% maximum

Program Option: P12 WPE Traditional No Dental			88% of Tier 1 Qualified Plans' Average Premium					
2024 Rates * = Not in calculation - Plan not qualified in county			Single			Family		
County	Tier	Carrier	Maximum Employer Share	Minimum Employee Share	Total Premium	Maximum Employer Share	Minimum Employee Share	Total Premium
Forest								
	3	Aspirus Health Plan	\$880.90	\$366.06	\$1,246.96	\$2,169.45	\$910.67	\$3,080.12
	*	GHC of Eau Claire Greater Wisconsin	\$880.90	\$235.58	\$1,116.48	\$2,169.45	\$584.47	\$2,753.92
	1	State Maintenance Plan (SMP) - Dean	\$880.90	\$120.12	\$1,001.02	\$2,169.45	\$295.83	\$2,465.28
	3	Access Plan - Dean	\$880.90	\$376.12	\$1,257.02	\$2,169.45	\$935.83	\$3,105.28
Grant								
	2	Dean Health Plan	\$713.72	\$297.90	\$1,011.62	\$1,751.48	\$740.28	\$2,491.76
	3	GHC of Eau Claire Greater Wisconsin	\$713.72	\$402.76	\$1,116.48	\$1,751.48	\$1,002.44	\$2,753.92
	1	Medical Associates Health Plans	\$713.72	\$97.32	\$811.04	\$1,751.48	\$238.84	\$1,990.32
	3	Quartz Central	\$713.72	\$609.42	\$1,323.14	\$1,751.48	\$1,519.08	\$3,270.56
	2	GHC-SCW Neighbors	\$713.72	\$202.24	\$915.96	\$1,751.48	\$501.14	\$2,252.62
	3	Access Plan - Dean	\$713.72	\$543.30	\$1,257.02	\$1,751.48	\$1,353.80	\$3,105.28
Green								
	2	Dean Health Plan	\$880.90	\$130.72	\$1,011.62	\$2,169.45	\$322.31	\$2,491.76
	3	GHC of Eau Claire Greater Wisconsin	\$880.90	\$235.58	\$1,116.48	\$2,169.45	\$584.47	\$2,753.92
	*	MercyCare Health Plans	\$865.28	\$0.00	\$865.28	\$2,125.92	\$0.00	\$2,125.92
	3	Quartz Central	\$880.90	\$442.24	\$1,323.14	\$2,169.45	\$1,101.11	\$3,270.56
	1	State Maintenance Plan (SMP) - Dean	\$880.90	\$120.12	\$1,001.02	\$2,169.45	\$295.83	\$2,465.28
	3	Access Plan - Dean	\$880.90	\$376.12	\$1,257.02	\$2,169.45	\$935.83	\$3,105.28
Green Lake								
	3	Common Ground Healthcare Cooperative	\$901.35	\$272.35	\$1,173.70	\$2,220.56	\$676.40	\$2,896.96
	2	Dean Health Plan	\$901.35	\$110.27	\$1,011.62	\$2,220.56	\$271.20	\$2,491.76
	1	Network Health	\$901.35	\$122.91	\$1,024.26	\$2,220.56	\$302.80	\$2,523.36
	3	Quartz Central	\$901.35	\$421.79	\$1,323.14	\$2,220.56	\$1,050.00	\$3,270.56
	3	Robin with HealthPartners	\$901.35	\$479.75	\$1,381.10	\$2,220.56	\$1,194.90	\$3,415.46
	3	Access Plan - Dean	\$901.35	\$355.67	\$1,257.02	\$2,220.56	\$884.72	\$3,105.28

No deductible (No HSA)

88% maximum

2024 Local Traditional Plan without Dental (PO12)

Without Dental

Monthly Premiums (Participants without Medicare)

	Local Traditional Health Plan	
	Individual	Family
Aspirus Health Plan	\$1,246.96	\$3,080.12
Common Ground Healthcare Cooperative	\$1,173.70	\$2,896.96
Dean Health Plan	\$1,011.62	\$2,491.76
Dean Health Plan - Prevea360 East	\$972.74	\$2,394.56
Dean Health Plan - Prevea360 West and Mayo Clinic Health System	\$1,113.58	\$2,746.66
GHC of Eau Claire Greater Wisconsin	\$1,116.48	\$2,753.92
GHC of Eau Claire River Region	\$1,193.74	\$2,947.06
GHC-SCW Dane Choice	\$830.22	\$2,038.26
GHC-SCW Neighbors	\$915.96	\$2,252.62
HealthPartners Health Plan Southeast	\$1,319.86	\$3,262.36
HealthPartners Health Plan West	\$1,330.94	\$3,290.06
Medical Associates Health Plans	\$811.04	\$1,990.32
MercyCare Health Plans	\$865.28	\$2,125.92
Network Health	\$1,024.26	\$2,523.36
Quartz Central	\$1,323.14	\$3,270.56
Quartz UW Health	\$902.42	\$2,218.76
Quartz West	\$878.98	\$2,160.16
Robin with HealthPartners Health Plan	\$1,381.10	\$3,415.46
Security Health Plan	\$1,310.96	\$3,240.12
State Maintenance Plan (SMP) by Dean Health Plan	\$1,001.02	\$2,465.28
	Local Access Plan	
	Individual	Family
Access Plan by Dean Health Plan	\$1,257.02	\$3,105.28

WAGE INCREASE HISTORY

2016 Wage Study Performed and put in place 1/1/2017			
Resolution 2-2017	Not to exceed:	Resolution 20-2017	+/-
Base Wage Increase	\$ 55,000.00	Adjust base wage for performance effective 1/1/2018	2.0%
			Not to exceed: \$ 192,000.00
Resolution 17-2018	Not to exceed:	Resolution 20-2018	+/-
Base Wage Increase	\$ 55,000.00	Adjust base wage for performance effective 1/1/2019	2.5%
			Not to exceed: \$ 219,800.00
Additional merit increases out of Fringe pool		Resolution10-2019	Not to exceed:
		Adjust base wage for performance effective 1/1/2020	2.5%
			\$ 210,000.00
Additional merit increases out of Fringe pool		Resolution12-2020	Not to exceed:
		Adjust base wage for performance effective 1/1/2021	2.0%
			\$ 222,000.00
Additional merit increases out of Fringe pool		Resolution12-2021	Not to exceed:
		Adjust base wage for performance effective 1/1/2022	2.0%
			\$ 222,000.00
No longer providing additional merit increase out of Fringe		Resolution 16-2022	Not to exceed:
		Adjust base wage for performance effective 1/1/2023	3.0%
			\$ 300,000.00
<i>No Additional Merit Increase</i>		<i>No Resolution</i>	
		<i>Cost of Living Adjustment planned for 2024</i>	<i>3%</i>
			<i>\$ 326,500.00</i>

Performance Management

Onboarding & Offboarding

Talent Acquisition



Culture

bambooHR®



HR Compliance

HR Reporting & Analytics

Compensation & Benefits

